

RUTHERFORD COUNTY MANAGER

County Commissioners

Julius Owens, *Chairman*

William Eckler, *Vice Chairman*

Greg Lovelace

Eddie Holland

Roger Richard

Carl Classen, *County Manager*

Hazel S. Haynes, *Clerk to the Board*

Richard Williams, *County Attorney*

September 20, 2013

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Weeks Ending September 13 and September 20, 2013**

General:

This report encompasses the last two weeks. It is not meant to be exhaustive but to inform the Commissioners and Department Heads.

Airport:

Last week, the Airport sold 725.18 gallons of 100LL fuel and 933.00 gallons of Jet A fuel. The airport also received hanger rent of \$250.00. This week approximately 100 kids participated in the Kids Day on Saturday, Sept 14th. See specials highlights section for photos from the event. The Airport sold 623.00 gallons of Jet A fuel, 789.14 gallons of 100LL fuel, and 884.00 prepaid fuel. The monthly meeting was also held on Tuesday, September 17th at the airport. There was also a special meeting before the regular meeting where Jimmy Luther, NC DOT, along with the Deputy Transportation Secretary Richard Walls spoke about the Strategic Mobility Program and Dion Viventi with the Division of Aviation was also present.

Board of Elections:

Last week, the election staff began the required registration drives at high schools in the county visiting Thomas Jefferson Classical Academy. In addition, staff began mailing notices to municipal voters that will vote in a different precinct for the November election. Oaths and introductory training has been given to about half of the Chief Judges and Judges with three more meetings scheduled. This week, the election staff continued the required registration drives at high schools in the county visiting Reach and the Rutherford Opportunity Center. Staff completed the meetings to give the oaths of office to the appointed Chief Judges and Judges of the precincts and mailed out notices to the last towns of the change in the polling place for the municipal election. Election preparations have begun with the posting and printing of sample ballots and formatting the election programming to begin testing machines next week.

Building Inspections:

Last week, the Building Inspections Department issued 26 permits with revenue totaling \$4,138. Three of the permits were new house starts and all were in Lake Lure. Staff conducted 154 inspections and four Certificates of Occupancy were issued—one of those being a house in progress since 2006. The new homeowner is ecstatic!! The Director met with the RC Homebuilders Association and staff is currently conducting a commercial plan review for a new 4300 sq foot medical office facility in Lake Lure. Shane Dotson has also been working with architects and the Rutherfordton Fire Inspector on the plans for the addition to the First Baptist Church in Rutherfordton. Clint Houser has been steadily working on the county school inspections—each school must be inspected at the beginning and end of each school year. This week, the Building Inspections Department has issued 35 permits, of which, 5 of those are for new house starts

valued at \$1,374,500 and comprised of 13,000+ SF. Staff has conducted 142 inspections. Shane Dotson and Clint Houser completed a final of 3 townhouses in Vista at Bill's Mountain, as well as, completed 5 other Certificates of Occupancies, including our own—Clint Houser, Fire Inspector, who has now moved into his new house!!

Clerk to the Board:

Last week, Commissioners had their first of two “on-the-road” meetings on Monday at the Ellenboro Volunteer Fire Department. Quite a few folks attended. The firemen had certainly spent a lot of time getting ready and were great hosts. Commissioners were invited to the Big FALL Wave Meeting in Lake Lure on Tuesday morning. Chairman Owens attended a meeting of Chairman and Managers of counties in the Isothermal Planning and Development Commission Council of Government on Tuesday evening. On Thursday, Chairman Owens and the County Manager attended the Chairman/Mayors'/Managers' meeting at Hickory Log Family Restaurant in Spindale. This group meets several times each year to discuss issues that affect the county and municipalities. This week, the County Commissioners and municipal officials were invited to participate in a tour of several of Rutherford County's largest existing industrial facilities on September 18. The purpose was to view the facilities which included the All-American Homes facility, former Dan River facility, and former Cliffside Cone Mills facility and examine the strengths and challenges each building presents for the overall economic development efforts for Rutherford County. Commissioners have been invited to participate in the grand opening of the Collins Dental Center Adult Emergency Clinic on Friday and will attend a luncheon at the Transit Department for Driver Appreciation Week.

Cooperative Extension:

The **Director** continues working towards the completion of the Agricultural Educational Livestock Facility and continues to assist clients with technical problems through office visits, phone calls, email, and farm visits. The **Family and Consumer Sciences Agent** attended a Child Care Health & Safety Committee meeting, held a ECA Council meeting, attended a Partnership for Children Board meeting, met with the Living Healthy Team to discuss 2014 programs, conducted the monthly radio program, taught Cook Smart Eat Smart, and met with Better Food Better Health Coordinators to discuss Hispanic programming. The **Agricultural Agent** held Master Gardner Volunteer training, attended a Farmer's Market Steering Committee meeting and a Consumer Focus Group meeting, conducted a pesticide applicator training, and made preparations for the Grillin & Chillin workshop and Colfax Fair. Contacts made: 56. The **4-H Youth Development Agent** along with teens and pre-teens participated in a team building and leadership workshop on Saturday, September 7 at Gardner Webb's Broyhill Adventure Course. The group was involved in several tests to see how they could problem solve, communicate, lead, and follow one another. The Rutherford County 4-H Council met and discussed upcoming 4-H events. 4-H youth are preparing their livestock and poultry for the NC Mountain State Fair.

County Manager:

Last week, the County Manager attended numerous meetings. Beginning the week, Mr. Classen met with the Revenue Department, attended the weekly update meeting with Solid Waste, attended the weekly update meeting with Danny Searcy and David Odom, which includes Greyrock and Queens Gap, reviewed the agenda with Richard Williams and Hazel Haynes and attended the regularly scheduled Commissioners Meeting that was held at the Ellenboro Fire Department. Mr. Classen attended the WAVE meeting in Lake Lure, attended a lunch meeting with Commission Owens and Ali Alavi from Horsehead, attended the weekly Airport update with Chris Roach, and attended a Chairman and Managers meeting and Board meeting at IPDC. Continuing, Mr. Classen attended a meeting regarding TDA, attended a RTR Board meeting, met with Sherry Lavender, James Kilgo, and Raeann Turner regarding tax fees, attended a Manager's lunch meeting, and attended a STEP Business Sub-committee meeting. Ending the week, Mr. Classen held a staff meeting. This week, the County Manager attended a phone conference regarding the Enhanced Recycling, attended the weekly meetings with James Kilgo, Danny Searcy, David Odom, and Matt Blackwell, attended a meeting with Jan McGuinn regarding the Farmer's Market, attended a meeting with IT Director Rhonda Owens, Peter Gaulin, and Health Department IT staff to discuss IT issues/needs. Mr. Classen met with Commissioner Bill Eckler to review the Airport meeting agenda, attended a Special Meeting, and then attended the regularly scheduled Airport Board meeting. On Wednesday, Mr. Classen attended a tour sponsored by Economic Development of several of the county's largest facilities, along with elected officials from the county and municipalities. Mr. Classen later attended a meeting with Richard Williams and Commissioner Owens and finished the week at a UNC Development training session in Raleigh.

Economic Development

Last week the Executive Director was on leave. The Project Administrator conducted two existing industry visits and completed follow ups to previous visits to share information, programs, and introduce partners to existing industry to support their efforts; attended the EDAC meeting at AdvantageWest; met with a local industry to hear about some possible building expansion plans; worked with a NC Department of Commerce Western Region representative to outline some possible support options for an existing industry and met with a prospect who is revisiting the area.

The Economic Development Assistant/Grants Specialist received responses and finalized details for the upcoming Economic Development product tour; collected, prepared and assembled new site specific data for an information package that will be presented to a prospect who is revisiting the county; worked with a Department of Commerce employee to resolve a billing issue with regards to the NC LITE UP program; and updated and uploaded some information on our department website. This week the Executive Director finalized preparations and hosted an Economic Development Product bus tour; completed a review with staff of a recent prospect revisit to the county and responded to the prospect's request for additional information; met with a prospect to discuss assistance and support available regarding a new industry he is looking to establish, attended a weekly Economic Development review with the County Manager; and attended the Development Finance workshop at the School of Government at UNC Chapel Hill.

The Project Administrator met with the Economic Development Director to review and discuss three office projects/events; participated in and issued a press release for the Economic Development Product Tour; held the monthly Business Advancement Team meeting and heard reports from team members.

The Economic Development Assistant assisted in coordinating and attended the product bus tour; continued to review, research and update information in the department's data base; and assisted in researching and collecting information in response to a request from one of our allies.

Emergency Management/Fire Marshal:

Last week, the Fire Marshal's office submitted the Annual Report of Fire Conditions for all the fire departments, attended 9/11 memorial services, and participated in a EMS Quality Management meeting. Also, the Fire Marshal performed pump tests on fire apparatus. This week, the Fire Marshal conducted one search for a missing person from Restwell Rest Home where subject was located quickly, coordinated a Countywide ladder testing, attended a meeting with Isothermal Community College and County officials in regard to a fire training facility, and attended the safety committee meeting. Lastly, the Fire Marshal began work on updating the bylaws for the Firefighter's Association.

Finance:

Auditors are here and will be here periodically for the next 3-4 weeks. The Finance Office is working closely with departments and vendors to update vendor files with E-Verify data as required by new legislation. The Director and Assistant Director attended the monthly Commissioners meeting, a departmental staff meeting, and other meetings pertaining to Solid Waste and Tax.

Human Resources:

The HR Director held meetings to discuss personnel issues, exit interviews, and retirements. Employees who have left the service of Rutherford County are Vickie Edwards (IT) and Betty Dodson (p/t Senior Center). Welcome new hires Randy Patterson (p/t Sheriff), Darcy Dalziel (DSS), Jordan Chapman (p/t Sheriff), Lynetha Miller (Transit), and Joseph Freeman (Transit). The HR Director attended a LGERS meeting to discuss long term disability, met with several department heads, met with Doug Dunn of EBA, and attended a Friday the 13th staff meeting. The Director also attended the regular monthly Commissioner's meeting. Continuing, the Director met with TDA staff, met with Zach Brock of EBA, met with the Workers Compensation auditor, and attended a appreciation lunch at Transit.

Information Technology:

Many changes are taking place in the IT Department. The Commissioners have approved a new position called Telecommunications Administrator which will handle all of the telecommunications of the county (fiber, wireless, VoIP, etc). Peter Gaulin will be moving to this position. Jai Doherty will now be supporting the following departments - Finance, HR, County Manager, County Commissioners, Revenue Department, Board of Elections, and jury selection. The IT Department will be hiring two new employees. Staff continues working on the data migration from the old keystone tax software to the new NCPTS software that will go live next year.

Library:

Last week, the Director continued to plan for the County Library System's 75th Anniversary Celebration to take place in October. The Director also attended a department head meeting at the old Rutherford Elementary School on Friday. The annual State Library report was submitted. Kenneth Odom submitted the report for the LSTA grants that were received by the library in the last fiscal year. Miss Jeannie hit the ground running with pre-school story hour at all three locations. This week began with a staff meeting. The Director has been working on the agenda for the upcoming CMC meeting next week. Electrical issues with the Haynes Branch Library are being addressed by Duke Power. Staff extend a special thanks to Danny Searcy, Roger Wilson and Shannon Spencer of the Maintenance Department for helping us get this problem resolved. We had an excellent beginning to Story Time last week, and continue to have growing crowds in each of the libraries with this week's theme of "Toads and Tadpoles." The Children's Librarian is also preparing a booth for this Saturday's Baby and Children's Fair at Isothermal Community College.

Public Works/Planning:

The garage had 13 preventative maintenance service calls, 20 repairs, 4 tire service calls and 18 other repairs. Maintenance completed 26 work orders and repairs along with preventative maintenance and groundskeeping. The Director and Planning Commission held a solar farm workshop at ICC which resulted in very meaningful feedback from the Q&A session. Research continues on solar standards for Rutherford County. The Revenue Department demolition has gone very well and renovation construction activities are underway.

Greyrock Updates: Project 8, 9 and 3B are all moving along well. Given the status of these projects, advertising for paving this project will be done next week for Project 7, 8 to the intersection with the two parts of Project 9 and the two sections of Project 9. This area will be ready to pave in about one month. Project 7 will be completed late next week with good weather. Project 4 Paving bids open next week.

Queens Gap Updates: Contract for Project 1 will be awarded at the October Commissioner's meeting. Clary Hood was the low bidder. Project 2 pre-bid meeting is next week. The PER for the water system is underway. The purpose of this is to establish the basis for a Special Tax District to offset the expenses BRWA will incur as the operator of this system with only one water customer. It will incorporate depreciation of mechanical equipment, flushing, and power bills. Work is continuing on Project 3 design.

Register of Deeds:

Last week, the Register of Deeds office had an active week with 462 transactions collecting \$15,415.00. This week, the Register of Deeds office had 446 transactions and collected \$16,659.00.

The Revenue

The Revenue Department has moved to the Annex Building and have been up and running meeting with tax payers. Construction is going well at the Courthouse.

Senior Center:

Last week, the Senior Center started a new six-week program called "How to Write Your Life Story." Linda Tomblin led and instructed this class. She has been writing for over thirty years and was a contributing editor for Guideposts magazine. She has co-written two books, been published in numerous magazines, and has taught writing at conferences and workshops nationwide. This class will be on Wednesdays from 10:00-11:15 a.m. and will continue through October 9th. The Center also started the Pen Pal group with Spindale Elementary again for the new school year. Lastly, Anita Phillips, the Patient Education Coordinator and Diabetes Educator from Rutherford Regional Medical Center, facilitated the Diabetic Support Group. She answered questions people had about diabetes.

This week, The Director and Program/Activities Coordinator went to the Prime of Life Festival on Tuesday at the Foundation at ICC. The Center had an exhibit displaying the activities and nutrition programs that are offered to seniors. On Wednesday, the Senior Shiners visited Creekside Crossing to entertain the residents. Lastly, the Seniors enjoyed BINGO on Friday with a theme of "Bye Bye Summer".

Sheriff:

AUGUST 2013

Calls for Service:	4531
Warrants Served/Total Arrest:	174/151
Domestic Calls:	178
Involuntary Commitments/Hours.:	17/15.5 Man Hrs.
Civil Papers Served:	432
Exparte's Served:	14
Evictions:	21
Animals Pickup/Surrender:	348
Animals Returned to Owners or Rescued:	215
Animal Control Calls for Service:	175
New Cases Assigned to Detectives/Road Patrol:	148/38
Pill Drop Collections:	2,476 Doses Units/485 ML
Average Daily Inmate Confinement:	218
Gun Purchase Permits Issued:	108
Carry Concealed Permits Issued:	114
Project Lifesaver Clients/Contact Hours:	7/6.0Man Hrs.
Registered Sex Offenders/Contact Hours:	172/26.0Man Hrs.

Promotions:

<u>NAME</u>	<u>POSITION</u>
Effective: 08-05-2013	
Detention Officer T.J. Hipp, Jr.	Cpl. Detention
Effective: 08-19-2013	
Patrolman Robert Martin	Cpl. GREAT/Dare
Patrolman Jeff Smith	Cpl. SRO/East Middle
New Full-Time:	
Effective: 08-05-2013	
Aaron Kever	Detention/Officer
Effective: 08-16-2013	
Mark Quinn	Detention/Officer
Lateral:	

<u>NAME</u>	<u>POSITION</u>
Effective: 08-19-2013	
Ptl. Eric Hester	Courthouse Security

Social Services:

Last week, Income Maintenance staff continued preparing for Project 2 & 6 of NC FAST, which includes Medicaid and Work First. Many workers are moving their offices in order to improve work flow and procedures. A webinar was held on Thursday of this week; classroom training will be held next week; and the soft launch will begin on September 30. On Wednesday, of last week, the Director attended the Community Health Council Meeting at Rutherford Regional; and on Thursday met with attorney, Richard Williams, and Program Manager, Amanda McGee, to discuss court issues. Also on Thursday, the Program Manager and Children's Services Supervisors spent the morning discussing protocol and procedures and ways to enhance and improve processes and work flow. The Program Manager met with the Executive Director and Program Managers at Family Resources to discuss crisis placements and other services. On Wednesday, DAAS representatives met with the Director and Adult Services Supervisor, Vic Martin, to follow up on a recent review of various services and conducted record reviews. The Director attended the Partnership for Children of the Foothills

board meeting, and the Director, Adult Services Supervisor and Program Manager attended various committee meetings in Raleigh. On Wednesday, the Director attended the Guardianship Workgroup meeting; on Thursday attended the monthly statewide DSS Director's meeting; and on Friday attended the county department head meeting. This week, the DSS Board held its regularly monthly meeting on Wednesday with all board members present. Among the items of business was an update on NC FAST. The soft launch will begin on September 30 for Project 2 & 6 which includes Medicaid and Work First. Project 7 also begins at that time, which includes the changes due to the Affordable Care Act. The agency is preparing for the increased traffic in the agency that the ACA will create. Efforts are being made to ensure that the public is aware of the longer waits and possible delays that the additions to the system will create as they are implemented. Staff attended a webinar on Thursday regarding Project 7. The board also heard about efforts to enhance the collaboration with local mental health providers and improve access to services. The director met with HR Director, Judy Toney and IT Director, Rhonda Owens, on Wednesday concerning the DSS IT position. Also on Wednesday Amanda McGee, Social Work Program Manager, and children's services supervisors met with staff from Eckerd to discuss intensive family preservation services. The bi-monthly management team meeting was held on Thursday and Luann Butler attended the county safety committee meeting.

Soil and Water:

Last week, the Admin/Education Specialist worked with Dr. Willet from the Rutherford Opportunity Center and Lisa Cooper from Forrest W. Hunt Elementary on Outdoor Environmental Learning Center grant applications, working on plans and registration for the 5th Grade Conservation Field Day and working on District display for the Ellenboro Fair. The Specialist also attended a staff meeting. The Ag Cost Share Technician worked on getting contracts signed and going on farm visits, trained with NRCS on water tank placement, completed a spot check on a Clean Water Management project and went to grazing management training. This week, the Admin/Education Specialist set up a Soil and Water District display at the Colfax/Ellenboro Fair and worked on Conservation Field Day planning. The Ag Cost Share Technician trained with NRCS on Access Roads and Water Tank installations, worked on getting contracts signed, and worked with the McDowell County Cost Share Technician on a Heavy use area project and a waste application system project.

Solid Waste:

Last week, the Solid Waste Department served 331 customers, hauled 74 loads from convenience centers, and shipped 36 loads to Lenoir. The Director attended the weekly transfer station meeting, attended a meeting with Carl Classen, Richard Williams and Cody Marshal to work on contracts and attended a revenue meeting with Carl Classen, Raeann Turner and Sherry Lavender. The Director also attended the Commissioner's Meeting. Staff have been working with David Odom on the installation of the two new compactors that will be installed, as well as, completing a lot of bush hogging since the weather has been good. The start date for Enhanced Recycling is September 24th. Pearidge and Hollis Convenience Center electronics were picked up this week. The Solid Waste Department received the Certificate of Occupancy for the new building from building inspections. Preparations are being made for Wes Scarlett to be here the week of September 23rd to test the wells. This week, the Solid Waste Department served 308 customers, hauled 66 loads from convenience centers and shipped 41 loads to Lenoir. The Director attended a conference call dealing with the recycling contract. The Director also attended the safety meeting and the weekly solid waste meeting. The staff have been busy preparing for the enhanced recycling that will start on September 24th. The Director also met with Kerry Giles concerning advertisement materials for the recycling program. The landfill sent out the first load of electronics and will have another load ready Monday. The rest of the staff have been performing everyday duties and continuing to bush hog Avondale landfill. Please plan to attend the ribbon cutting on October 10th at 9:00 am

Tourism:

Last week, the TDA continued to work on updates for the TDA website and mobile application and on the Wayfinding Master Plan. Staff scheduled media tours for the fall. The TDA has been working on a Visitor Profile Study to provide staff with information to better market Rutherford County. A inaugural TAF fundraiser has been planned to "Celebrate Rutherford County: The Bechtler Legacy". Updates and studies continue regarding Wayfinding in Rutherford County as well. This week, the TDA has been working on a Visitor Profile Study to provide us with information to better market Rutherford County.

Transportation Services:

EMS: Last week EMS Personnel responded to a high call volume with 158 emergency calls and 90 convalescent calls. The management team completed year to date financial and system reports and analyzed current convalescent transport efficiency. Personnel also attended the quarterly PRQM Team meeting at Rutherford Regional. **Transit:** Transit drove 9,825 miles, completed 1,269 local trips and 75 out of county trips, transported 257 unduplicated passengers and collected \$15,034 in revenue. The Director participated in the Public Hearing at the Commissioner's Meeting on September 9th for ROAP funds. The grant will be submitted to NCDOT this week. The Director has also begun work on the Behavior Health Grant to provide transportation to local providers. A community report will be completed this month to determine the distribution of services. This week EMS Personnel responded to 167 emergency calls and 83 convalescent calls. Contracts were sent to all three Rescue Squads and we are awaiting response. EMS is working on bringing two additional convalescent ambulances into service in October, this will assist in the growing number of convalescent calls and demand for service. The Operations Manager created a new standby policy that was implemented this week. This will limit standby mode, keep ambulances in their coverage area even when on standby, and have supervisors make this call rather than 911. This should limit the assumption that "no vehicles are available". Ten medics also attended a one day ACLS class at the Rutherford Learning Center, which is required training every two years. **Transit:** Transit drove 10,120 miles, completed 1,150 local trips and 79 out of county trips, transported 263 unduplicated passengers and collected \$16,863 in revenue. This is annual Driver Appreciation Week. Staff have celebrated their hard work all week with special events. The Director began working on the NCDOT state budget for FY14-15. There was one employee random drug and alcohol test and quarterly state criminal background checks were run on all drivers. Transit also provided transportation for an EDC tour event on Wednesday.

Veterans Office:

The staff made 242 contacts, received 127 telephone interviews, and had 59 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry. As Christmas fastly approaches, the Veterans Office has the **Toys for Totes Box**. Please help in filling these boxes to give to local children in need at Christmas. The Director is at conference this week, so no report will be submitted.

SPECIAL HIGHLIGHTS

Thank you to everyone who participated in RELAY. It was a great success and a lot of fun. We especially send out a big warm hug to our two Relay honorees.

Madison Ruff and Eddie Holland. We are so thankful and blessed that you walked in the Survivor's lap and **"you are the reason we Relay"!!**





Revenue Department Work Zone

KIDS DAY AT THE AIRPORT





